

## **INSTRUCTIONS: COMPLETING AN ORDER STOPPING AN ORDER OF ASSIGNMENT**

### **DEFINITIONS:**

**“Obligor”** is the person ordered to make support payments.

**“Obligee”** is the person or agency entitled to receive support.

### **COMPLETE THIS FORM IF:**

You completed a **Request to Stop or Change Order of Assignment** and marked a box in section A of Item 8 on the Request form.

### **TO COMPLETE THIS FORM YOU WILL NEED:**

Information from your copy of the Order of Wage Assignment.

### **FOLLOW THESE INSTRUCTIONS NUMBERED TO MATCH THE IDENTIFYING NUMBERS ON THE FORM. TYPE OR PRINT NEATLY USING BLACK INK.**

- (1) Fill in your name, address, and phone number.
- (2) Fill in the name of the person shown as the Petitioner on the Order of Assignment.
- (3) Fill in the name of the person shown as the Respondent on the Order of Assignment.
- (4) Fill in the case number that appears on the Order of Assignment.
- (5) Enter your ATLAS number.
- (6) Fill in the name and social security number (SSN) of the Obligor.
- (7) Fill in the date the Order of Assignment was signed (Item 11 on the Order of Assignment).

Leave the rest of the form blank. The judicial officer (judge, commissioner, or referee) will complete the remaining items at the time of hearing.

### **WHEN YOU HAVE COMPLETED THIS FORM:**

Submit this form to the Clerk of Court along with your **Request to Stop or Change Order of Assignment**.